

NEIGHBORHOOD OPPORTUNITY FUND

APPLICATION CHECKLIST

MANDATORY MATERIALS

- Proof of site control (a deed of trust OR an executed long-term lease agreement OR an executed purchase and sale agreement)
- One general contractor bid
- Substantiation of funds (e.g., bank statements, loan term sheets)
- Anticipated sources and uses table (if not using the in-application template)
- Business plan (mandatory for start-up applications: optional for existing businesses)
- Strategic plan (mandatory for start-up applications: optional for existing businesses)

OPTIONAL MATERIALS

- Architectural drawings and/or renderings
- Building or site photo(s)
- Letters of support from the community
- Letters of support from local officials
- Organizational and Ownership Chart
- Other supplementary materials